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*Reports (weekly)*  
**RETURN TO**  
RECORDS MANAGEMENT DIVISION

Chief, Management Staff

23 December 1954

Chief, Records Management Division

Weekly Report - Week Ending 23 December 1954

1. A report on the extent to which a Records Management Program has been established in the NEA Division was completed and forwarded to the Chief, I & R Staff, DD/P.

2. The Handbook for Subject Classification and Filing of Correspondence Records was approved by Colonel White and has been forwarded to the Printing and Reproduction Division.

3. The equivalent of 7 cabinets of inactive records were transferred to the Records Center.

4. Steel shelving for the new Records Center has begun to arrive at [redacted]

5. A group of Agency officials, including members of the Clark Committee, [redacted] on 17 December and inspected the Vital Materials Repository.

6. [redacted] reported for duty and will replace [redacted] who is transferring to the Office of Training effective 3 January 1955.

[redacted]

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Report for Week Ending 22 December 1954 from  
RECORDS SYSTEMS BRANCH

Project 4-80 - Agency-Wide Microphotography Survey

No change from previous report. Project is approximately 42% complete.

Project 4-81 - Security Desk Trays

Project is continuing and is approximately 93% complete.

Project 4-82 - Filing System - Handbook for the Subject Classification  
and Filing of Correspondence Records, [REDACTED]

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Project is continuing and is approximately 99% complete.

The Handbook has been approved by Colonel White and has been forwarded to the Printing and Reproduction Division for printing. It is estimated that the printing will not be completed until the end of February.

Project 4-83 - Vital Materials Deposit Schedules for All Offices

Project is continuing and is approximately 65% complete.

Project 4-84 - Vital Materials Microfilm Project

Microfilming of the OCD/BR Dossiers continues. The project is approximately 70% complete.

Project 4-96 - Vital Materials Handbook

No change from previous report. Project is approximately 12% complete.

Project 5-56 - Survey of Cable Reference, Disposition and Vital Materials  
Requirements

Project is continuing and is approximately 99% complete.

A memorandum was prepared this week requesting approval of the DDCI for forwarding the daily accumulation of cables to the Repository.

Project 5-59 - Revised Courier Receipt and Logging System

No change from previous report. Project is approximately 5% complete.

Project 5-60 - Cable Receipting System

No change from previous report. Project is approximately 5% complete.

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General Information

At a meeting with representatives of OCD, including the Top Secret Control Officer, and representatives of the Records Management Division and the Management Staff a tentative procedure was worked out for handling the transfer of inactive records containing Top Secret material. This decision will permit us to go forward with plans for retiring records in the Office of the DDA as of 1 January.

At a meeting with representatives of the Logistics Office, Security Office and Records Management, the critical situation with respect to the warehouse supply of correspondence safe cabinets was discussed. At this time, there are only sufficient safes in stock to provide for approximately three months normal issuance. The Security Office has requested a continued suspension on procurement until further tests on sample safes are completed at the end of this month. If this test does not meet the security requirements, it then appears likely that the specifications will be relaxed. In the meantime procurement action is being delayed and, even if approved as of 1 January, it is not anticipated that delivery can be made for at least 90 days. It was concluded at the meeting that the Records Management Division should expedite the issuance of the notice currently in process, which provides for the establishment of utilization provisions for safe cabinets and requires a certification that these utilization provisions have been adhered to before issuance of additional cabinets is authorized. In addition, the Logistics Office proposes to issue a memorandum to the heads of the major Agency components pointing out this critical shortage, and requesting prompt action in assuring adherence to the safe cabinet utilization provisions established in the Records Management notice.

A special group, including [redacted] other Office of Communications personnel and a member of the Clark Committee, [redacted] last Friday, 17 December. This visit included an inspection of the Repository vault.

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Report for Week Ending 22 December 1954 from  
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of Records Management Program, Logistics  
Office (Reports and Correspondence Management)

Work continues on the correspondex as reported under "General Information." The correspondence survey for Logistics Office is 90% complete; the reports management phase is 20% complete.

Project 4-94 - Office of the Comptroller Reports Management  
Program

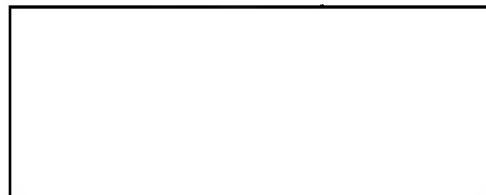
No change in program status. Project is 23% complete.

Project 4-98 - Correspondence Handbook

Final check was made with Top Secret Control and Security Control personnel to assure that the Handbook agrees with regulations which were being written or coordinated at the time the Handbook was drafted. A call to the Central Mail Room revealed a discrepancy overlooked in the coordination process. It's correction will necessitate revising an exhibit. Draft for the DD/A's authentication should be ready within one or two working days. Project is 97% complete.

General Information

- a. Headquarters Correspondex - Review of new regulations disclosed two more subjects to be indexed. A cross index was developed on the 135 subjects now covered.
- b. Glossary of Administrative Terminology - Typing of first draft was completed. Approval to issue the glossary as a handbook will be requested of the DD/A shortly after 1 January 1955.



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Report For Week Ending 22 December 1954  
RECORDS CENTER BRANCH

Accessioning

During this week the following accessions were made:

Comptroller	10 Cubic Feet
O R R	9 " "
M S	2 " "
O S I	1 " "
Sub-total	22 Cubic Feet
Finished Intelligence	35 " "
Total	57 Cubic Feet

Total accessions to date - 368.

General

The first shipment of steel shelving arrived at [ ] 12 December 1954. The Receiving Section has requested that we send them a memo stating the approximate storage time required and attach a shipping request for approximate date of movement. [ ] IO/TD, thinks 20 January 1955 is a good estimate for date of shipment.

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[ ] reported for duty on 21 December 1954 as a replacement for [ ]

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The ORR Area Records Officer, [ ] visited the Center with his assistant, [ ] They were principally interested in the accessioning and reference procedures of the operation.

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Report for Week Ending 22 December 1954 from  
FORMS MANAGEMENT BRANCH

Project 4-85 - FI Information Reports

Still awaiting proof copies on the new Form 1. The first batch of the completed dual master report test forms were received from the testing station and are being processed by the Area Division. Project is 74.32% complete.

Project 4-86 - Forms Index

The narrative portion of the index is being rewritten to reflect changes being made in the format, i.e., dropping of the alphabetical and functional portions at this time and addition of the list of obsolete forms.

Project 4-95 - Forms Management Handbook

No change from previous report. Project is 10% complete.

Project 4-103 - Preparation of Final-Type Forms Copy by Forms Management Branch

No change from previous report. Project is 11% complete.

Study of 00 Information Reports

Proof copies of the revised Forms 1d and 1e were received from the printer and are being coordinated with 00/C.

Multi-Copy Carbonless Form (NCR) Paper

25X1  of the Records Center is considering the possible use of NCR paper in the development of a proposed new reference form.

Field Fitness Report

An improved design is being developed to eliminate certain deficiencies similar to those noted in completing the Headquarters Fitness Report.

Summary of Individual Actions

New	3	3,700
Revisions	4	16,300
Reprints	8	85,500
Other Gov't forms	1	400
Overprints	-	-
	<u>16</u>	<u>105,900</u>

4 Redesignated



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Report for Week Ending 22 December 1954 from  
Records Disposition Branch

Project 4-77 - Office of Scientific Intelligence

No change from previous report. Project is 99% complete.

Project 4-78 - Office of the General Counsel

The disposition and file plan has been approved. The approval plans were discussed with the Area Records Officer and we have been assured that all actions will be effected as specified. Except for an occasional follow-up, this project is complete.

Project 4-97 - Records Disposition Handbook

Comments have been received from 9 out of 15 organizational elements where the handbook has been distributed for coordination. It is anticipated that all comments will be in by the early part of next week. Project is 85% complete.

Project 4-116 - Security Office

No change from previous report. Project is 87% complete.

Project 5-2 - Office of National Estimates

No change from previous report. Project is 99% complete.

Project 5-32 - Office of Research and Reports

As of this date, 290 describable items involving 411 filing systems and covering an estimated 3,792 linear feet of records have been listed. Project is continuing and is approximately 35% complete. Attachment A is a copy of the detailed progress report submitted to the Administrative Officer, ORR, for his information.

Project 5-40 - Office, Chief of Operations

No change from previous report. Project is 75% complete.

General Activity

By return memo, FI has refused our request for a tabulation of the amount of filing equipment used and the footage of material covered on their Records Control Schedule. The reason given for their refusal is that operational security precludes them from issuing compilations of their records holdings.

Attachment

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20 December 1954

ORR Offices Inventoried:

AD	EIC/S
Sp. Asst.	D/E
EXO	D/T
ST/A	D/B
ST/I	CH/G
ST/PC	D/PI
CH/C	D/C

File Equipment Occupied by Records Inventoried:

234	4-dr. legal safe	21	7-dr. card cabinets
60	5-dr. card safe	2	10-dr. card cabinets
10	2-dr. legal safe	245	2-dr. card cabinets
139	Bookshelves	1	Supply cabinet (Bar Lock)
181	Map Cases (5 dr.)	6	3-dr. cabinet (Bar Lock)
7	Map Cases (Vertical)	4	5-dr. legal cabinets
8	Kardex Safes	1	13-tray Rotary File
49	4-dr. legal cabinets	1	12-tray cabinet

290 separate series of records totaling 3,792 linear feet have been inventoried and entered on Records Control Schedules.

16% or 588 linear feet of records have been appraised as having permanent value and tentative plans made for their retirement to the Records Center or return to the Library.

77% or 2,922 linear feet of records have been appraised as having temporary value and tentative plans made for their destruction while maintained in current files space or after retirement to the Records Center.

7% or 282 linear feet of records have been listed on schedules for an indefinite retention as disposition criteria for the proper evaluation of these files will depend on their future development and use.

Project is approximately 40% complete by volume (based on an estimated total of 1,000 cabinets).

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